



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents and Educational Leaders of Nonpublic Schools

FROM: Linda Dierstein
Textbook Adoption Coordinator

DATE: March 28, 2008

SUBJECT: Report of Local Textbook Adoptions for the 2007-2008 Language Arts and World Languages Categories

In order to comply with IC 20-26-12-25, superintendents are to forward to the State Board of Education a report of textbooks selected from the official Language Arts and World Languages adoption list. These reports are due no later than July 1, 2008. Only categories listed on the form need to be reported to the State Board of Education. Material adopted for kindergarten is not reported and no waivers should be filed.

Please enter all data on the computer following the attached directions. No paperwork needs to be sent to the Department of Education.

At least one choice **must** be indicated under each category. If you are using the Spelling and/or English component of your reading program, and not adopting any material on the adoption list, a waiver should be submitted. Information about new reading programs being adopted this year will not be reported.

Accredited nonpublic schools must also submit the adoption report. Computer access is not available for nonpublic schools so a paper copy of the report will be sent to you shortly. Only one report needs to be submitted by the central office for all the schools under its jurisdiction.

If you have any questions concerning this report, please contact me at 317-232-9120 or via e-mail at ldierste@doe.in.gov. Thank you.

DIRECTIONS FOR ENTERING TEXTBOOK DATA ON THE COMPUTER

All schools, except nonpublic, should complete the textbook adoption report via the Internet.

A list of all schools and the textbooks they have adopted will be available on the Internet at the same address as you will use for the report. This allows schools to contact each other to share materials or ideas.

DIRECTIONS

1. A copy of the Official Report of the 2007-2008 Language Arts and World Languages Adoption can be downloaded from our website at <http://doe.in.gov/olr/textbook/welcome.html>. Completing this copy first will help see all the different categories and publishers and will help you enter the data easier on the computer. Remember that all categories must have something checked. It is easier to enter all categories for grades 1-12 at one time.
2. Using your web browser (Netscape, Internet Explorer, etc.) connect to: <http://doe.in.gov/textbook/welcome.html>.
3. Click on *Fill out this year's textbook adoption list for your corporation*.
4. Enter your corporation number as the User name. Enter your PIN number as the Password. (The superintendent should have this number. If not, please send a FAX requesting the number to Mary at 317/233-6326. The request should be on school stationary and signed by the superintendent. Mary can be contacted at 317/232-0808).
5. Click on the box next to the publisher's name to indicate the textbook(s) adopted. A checkmark will appear in the box. It is not necessary to indicate the title of the textbook adopted, just check the publisher. At the end of each category, options are available for waiver granted, selection from the continued use list, or course not offered. **At least one response must be checked in each category.**
6. After a check is made for **all** categories, click 'Submit Query' at the bottom of the last page. A page will appear indicating Success or listing what categories that have not been entered.
7. Changes can be made in any category by clicking on the box again. The checkmark will disappear. Clicking on the 'Reset' button at the end of the document will remove all of the checkmarks for the entire list.
8. After the data for all categories is entered and you have received the *Success* page, you are finished. If you log out before at least one selection is marked in each category and you get the *Success* page, you will lose all the data already checked.
9. You can preview your selections and print a copy by clicking *Review Entered Data* on the *Success* page.

Entering the data is very easy as long as you know what to check in each category before you start. It should only take a couple of minutes. If you have any questions, please call me at 317-232-9120 or send an e-mail to ldierste@doe.in.gov. Good Luck!